Knowledge Is The Key



Configuring Microsoft



3/12 ISMO



- Double click on the Outlook icon to start the Microsoft Outlook Setup Wizard.
- Click on the button that say Manually configure information services.
- Click Next.







- Type in your user name (last name, first and middle initials) were it says
 Profile Name.
- Click Next.



- MS Exchange Settings Properties dialog box comes up.
- Click add.



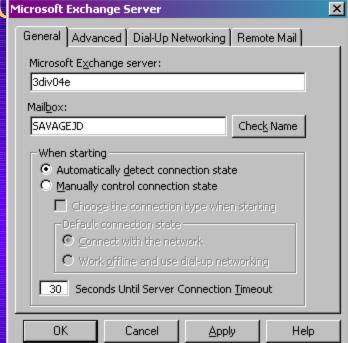




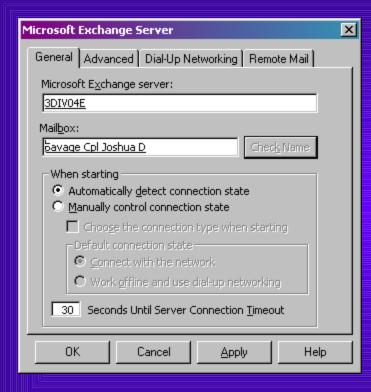
- Click on Microsoft Exchange Server
- Click OK



- The Microsoft Exchange Server dialog box comes up.
- Type in 3div04e as the exchange server.
- Insure that your user name is in the box that say Mailbox.







- Click Check Name and wait a second.
- Your full name and rank should appear underlined in the box that says Mailbox.
- Click OK.



- Microsoft Exchange Server should now appear under the MS Exchange Settings Properties.
- Click add again.





Add Service to Profile	×
Available information services:	
Fax Mail Transport Internet E-mail	Have <u>D</u> isk
Microsoft Exchange Server	Remove
Microsoft LDAP Directory Microsoft Mail	g.io.io
MS Outlook support for Lotus cc:Mail	A <u>b</u> out
Outlook Address Book	
OK Cancel	<u>H</u> elp

Services Delivery Addressing

The following information services are set up in this profile:

Microsoft Exchange Server
Outlook Address Book

Add... Remove Properties

Copy... About...

OK Cancel Apply Help

- Choose Outlook Address Book
- Click OK
- Now Outlook Address
 Book should appear in
 MS Exchange Settings
 Properties.
- Click Add.



- Click Personal Address Book.
- Click OK.
- The Personal Address Book dialog box will come up.
- Click on the box that has Path next to it.
- Go to the end where it says mailbox.PAB and delete mailbox and put in you user name. It should say username.PAB (savagejd.PAB).
- Click OK



Personal Address Book	×
Personal Address Book Notes	
Name: Personal Address Book	
Path: ication Data\Microsoft\Dutlook\savageid.PAB Browse	:
Show names by Eirst name (John Smith) Last name (Smith, John)	
OK Cancel Apply Help	,



MS Exchange Settings Properties	X
Services Delivery Addressing	1
The following information services are set up in this profile: Microsoft Exchange Server	ı
Outlook Address Book Personal Address Book	ı
Add Remove Properties	
Copy About	
OK Cancel Apply Help	L
Concer Sppy Help	_

Available information services:

Microsoft Exchange Server
Microsoft LDAP Directory
Microsoft Mail
MS Outlook support for Lotus cc:Mail
Outlook Address Book
Personal Address Book
Personal Folders

OK
Cancel

Help

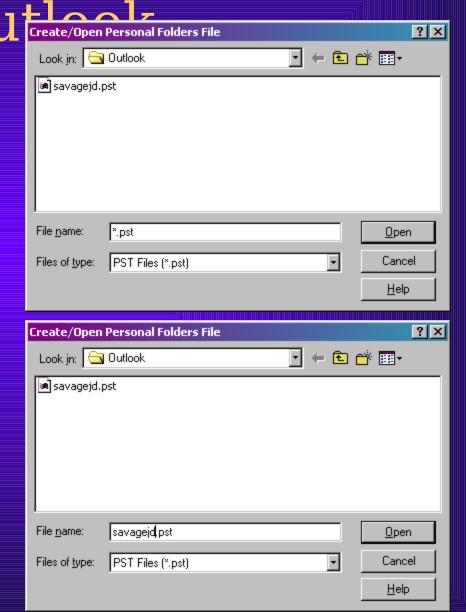
- Now Personal Address
 Book should appear in
 MS Exchange Settings
 Properties.
- Click add one last time and choose Personal Folders.
- Click OK.



Configuring Microsoft

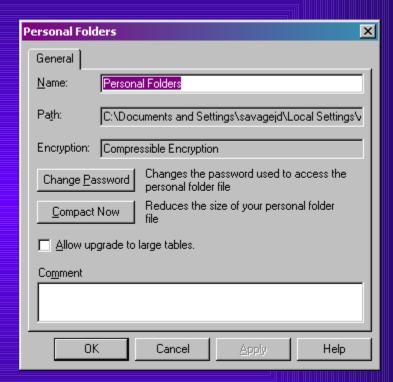
 The Create/Open Personal Folders File dialog box appears.

- In the box that says File
 Name there should be *.pst
- Delete the * and put in your user name.
- It should say username.pst (savage.pst)
- If you have already created a personal folder (.pst file) you will have to find the file and go to that folder on your computer and select the file.
- Click Open.





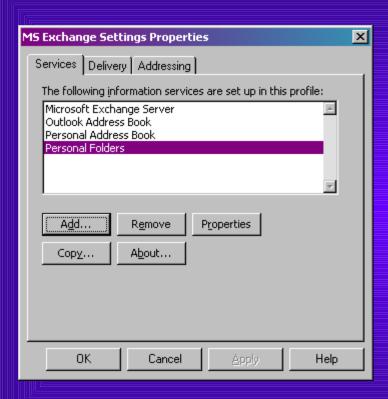
- The Personal Folders dialog box will appear.
- Take the defaults and click OK.





With personal folders, you can backup your mailbox to your local hard drive. Aside from backing up your emails, it also helps to keep your mailbox within the allowed storage limit established by the G-6 ISMO. A personal folder is identified with the (.pst) extension. It is capable of storing your Inbox, Calendar, Contacts, Deleted Items, Journal, Notes, Sent Items, Tasks, or any other items you may have created in your mailbox. You can backup to a personal folder (.pst) file that currently exists, or you can create a new file.





- Microsoft Exchange
 Server, Outlook Address
 Book, Personal Address
 Book, and Personal
 Folders should all appear
 in the MS Exchange
 Settings Properties.
- Click OK



Click Finish

 You should now be able to open your mailbox and send and receive e-mail.





Got Questions?

E-mail or call 3-12Helpdesk

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